



Wolverhampton Speakers Club

Chairing The Club Meeting

The Education Director is responsible for producing the programmes for club meetings. He/She will be responsible for the educational development of all members and for producing programmes that are challenging and designed to maintain the interest of members. Programmes should be progressive, varied and stimulating. The programme should be published at least two weeks in advance of the meeting and at that time the responsibility for the meeting passes to the Chairman.

The Chairman controls all aspects of the meeting. The full presentation, the administrative details, the sequence of events, the order of speaking all are in the hands of the Chairman

Some Useful Points

Before the meeting

- Collect the lights and lectern from the previous chairman and pass them on to the chairman after you.
- Read the Speakers guide.
- Look carefully at the structure of the meeting and decide on the running order.
- Contact all those taking part and check they are able to fulfil their assignment and find out some item of interest about the speakers that you will be able to share with the audience. Find out, if you can, the titles of the speeches.
- Prepare carefully your own speaking parts in the programme but do try and keep the presentation fresh.
- Arrive in ample time to check all of the administrative arrangements.

Beginning the meeting

- Look out for and greet any visitors in addition to greeting members. Check that seating and lights etc. are to your satisfaction
- Start the meeting on time. If there is any need to delay the start, for example if not all speakers and evaluators have arrived, then make an announcement that there will be a delay of (say) 5 minutes.

Opening the meeting

- Introduce yourself and spend some time (up to 5 minutes) “chatting” to the audience in a relaxed and friendly way. This is the time to relax an audience so that they will be receptive to the Speakers and to the Chairman and gives the Chairman the opportunity to overcome any nerves.
- Spend the next 5-6 minutes of the meeting:
 - introducing any visitors
 - taking any apologies
 - explaining any changes to the programme and confirm the running order for the entire meeting

- explain the administrative details (lights, evaluators etc.)
- Use a check list for the above items to avoid missing anything

Introducing a speaker

- The chairman can be a real help to a speaker by giving a warm and enthusiastic introduction to the speaker.
- Give their full name and the title of their speech and one personal detail of the speaker (married, work, time in the club, etc.) and then ask the club to give a warm welcome to ----- (use the full name again)

During the meeting

- Listen attentively to the speaker and at the end thank them for their speech, try and pick up something they have said and use it as a link to the next speaker
- Please do not comment on the content or worth of any speech as an evaluator may disagree.
- At the end of the meeting thank those who have taken part and the audience for their support.

Chairing a club meeting is a challenging task, it is also a most worthwhile one: a well-chaired meeting will be a successful meeting and a well-chaired club will be a successful club.

Good Luck